

CIMARRON HILLS FIRE PROTECTION DISTRICT



2022 BUDGET





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Mission

The **MISSION** of the Cimarron Hills Fire Department is to honorably serve our community by providing professional and aggressive fire and emergency medical services.

Vision

The **VISION** of the Cimarron Hills Fire Department is to lead by example through community-focused preparedness and an unparalleled commitment to training excellence.

Values

CUSTOMER SERVICE

We will serve every customer with the utmost care, compassion, and commitment. Our community is our top priority, and **THEY** are the reason we do what we do.

PEOPLE

We value people by being an aggressive minded and aggressively trained organization to ensure we are the best at what we do when it matters most.

TACTICAL SUPERIORITY

Quick Water, Quick Search, and Quick Care will be our priority on every fire and EMS call, and will be accomplished with extreme pride and ownership.

Slogan

“A Community Centered Family Department”



Introduction

The men and women who professionally serve the residents and visitors of the Cimarron Hills Fire Protection District are proud to present our 2022 Budget. This budget is a result of the tireless efforts of our amazing staff including our line Firefighters, Company Officers, Chief Officers, Administrative Staff, and our elected officials serving on the Board of Directors. This budget was created with several guiding principles including the following:

- Adherence to our Mission Statement above all else: *The Mission of the Cimarron Hills Fire Department is to honorably serve our community by providing professional and aggressive fire and emergency medical services*
- Transparency in all aspects of our administration and operations
- Focus on our people, our families, and our customers

This document provides an overview of our operations, revenue, expenditures, historical perspectives, and our goals. Our leadership team and our organization are here to serve the public. As such we are ready and willing to embrace questions, suggestions, and feedback.

Board of Directors

Paul Miller – President

Paul Graham – Vice President

Rene’ Sintas – Secretary

Bryan Schofield – Treasurer

Larry Keleher – Director

Management Staff

Andrew York – Fire Chief

Michael Wupper – Deputy Fire Chief

John “JT” McLeod – Division Chief of Fire & Life Safety

Virpi Mattson – Executive Assistant

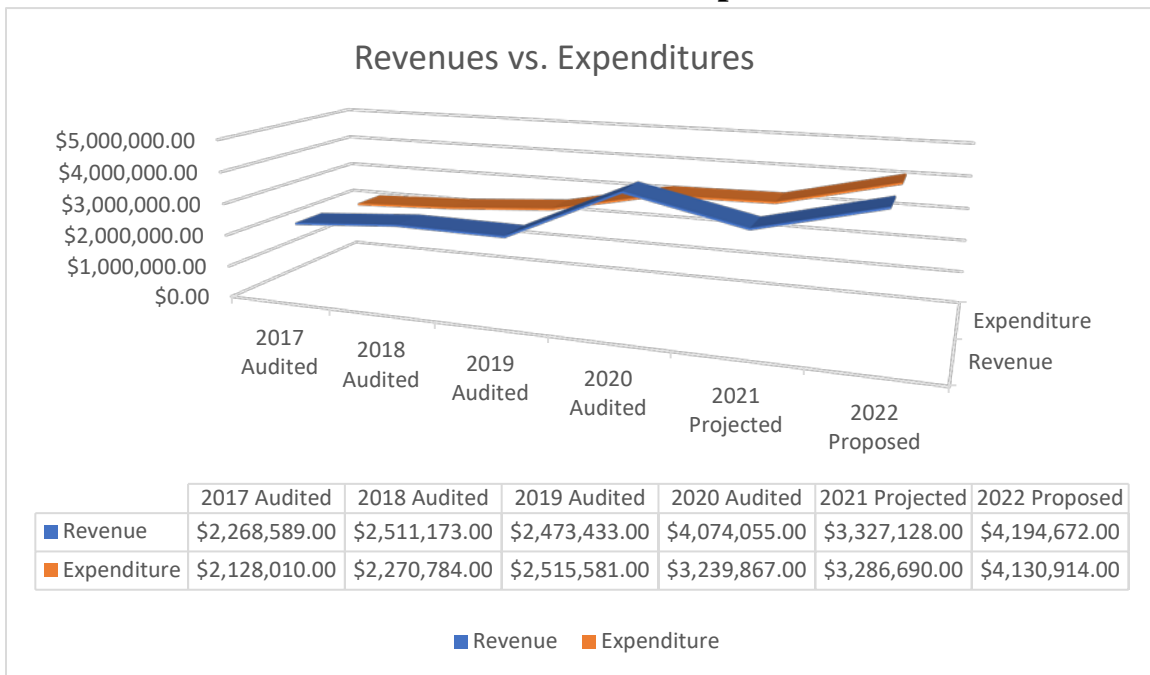
Heath Bichel – Financial Planning Assistant

Acknowledgement

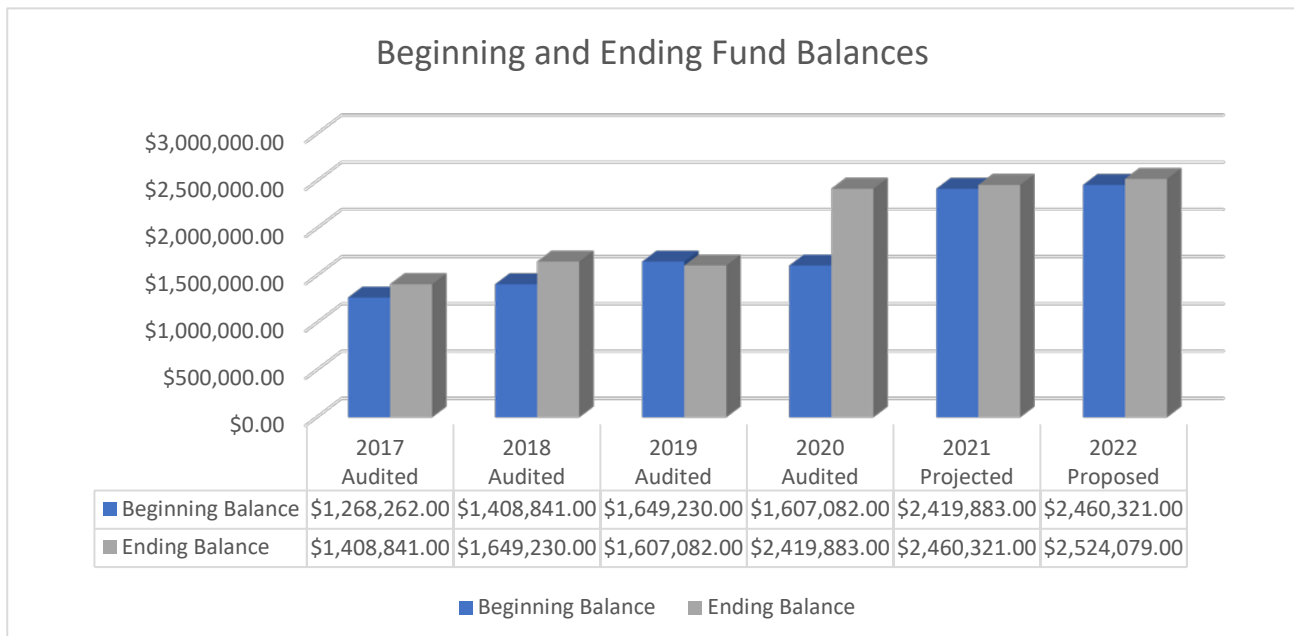
We must take this time to acknowledge our amazing, caring, professional, and dedicated line staff. The men and women of our line staff are the best firefighters and emergency medical personnel you will find. These amazing people lay their lives on the line daily for our community, knowing full well they may be asked to make the ultimate sacrifice. This organization and community would not be what it is today without the efforts of these tremendous people.



Historical Revenues and Expenditures

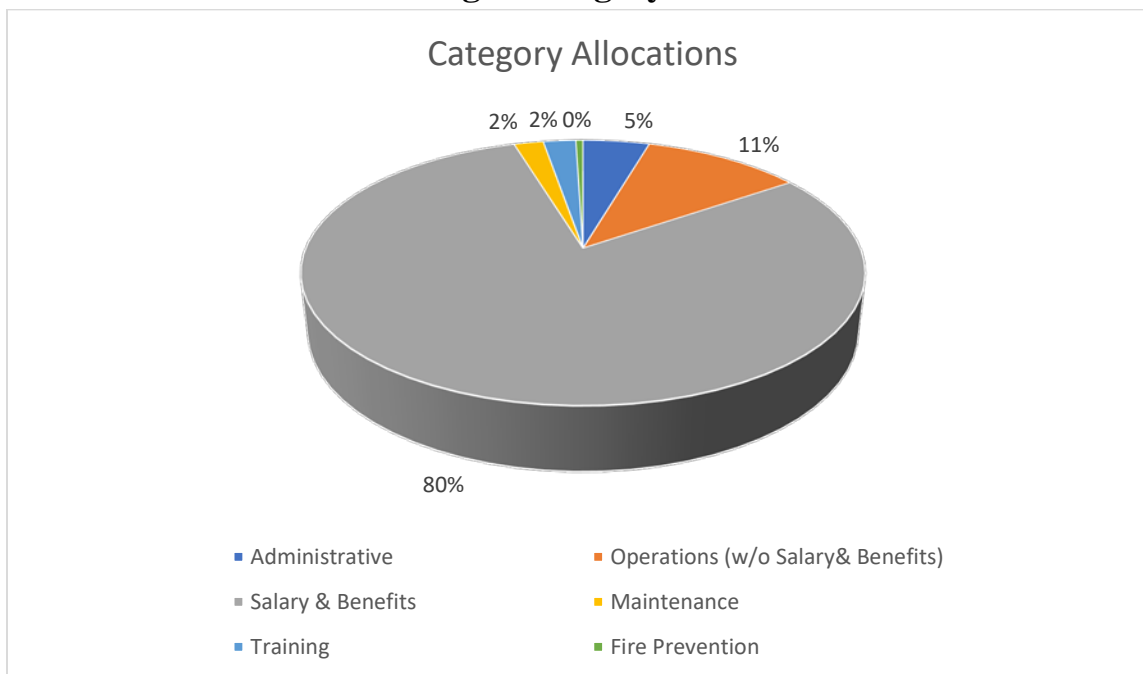


Historical Beginning and Ending Balances





2022 Budget Category Allocations



2022 Budget Changes

In 2021, we made significant changes to budget organization and development. This has been extremely beneficial in making our budget easier to utilize, understand, and explain. As we finalized our 2022 budget the only changes, we made is adding a line item for “Ambulance Billing” and a capital/sustainment category of “EMS Operations”.

We continue to utilize our document “CHFD Budget Line-Item Explanations”. This document is available to the public as a companion to the annual budget. It was created to break down each line item within the budget and to provide a comprehensive explanation as to what expenditures, revenues, or items are typically controlled by the respective line item. Our goal with this document is increased transparency and overall budget simplification.

The Cimarron Hills Fire Department is continually evaluating methods to increase revenue and provide long-term planning solutions for controlling expenditures. Starting in Fall 2020, CHFD changed the way we allocate revenue into various accounts. 94% of all revenue is allocated to our general checking and savings accounts for organizational operations.

The remaining 6% is allocated to Capital/Sustainment accounts. The capital/sustainment 6% is then further divided into established sustainment categories as discussed below in the Capital/Sustainment Plan.



2022 Budget

| Cimarron Hills Fire Protection District 2022 Budget | | | | |
|---|--|-----------------|-------------------|------------------|
| Approved 12/08/2021 | | | | |
| Line # | Line Item/Category | 2020 Audited | 2021 Projected | 2022 Proposed |
| 1 | BEGINNING BALANCE | 1,607,082 | 2,419,883 | 2,460,321 |
| | 3 Month O&M Reserve & Tabor Included in Beginning Balance | | | |
| | Operating Revenue | | | |
| 2 | Fees | 348,096 | 12,500 | 10,000 |
| 3 | Donations | 341 | 866 | - |
| 4 | Reimbursements | 523,319 | 20,574 | - |
| 5 | Grants | 31,931 | 36,650 | - |
| 6 | Wildland Disaster Billing | - | 293,606 | 335,000 |
| 7 | Ambulance Billing | - | - | 304,971 |
| 8 | TOTAL OPERATING REVENUES | 903,687 | 364,196 | \$ 649,971 |
| | Non-Operating Revenue | | | |
| 9 | Assessed Valuation | 135,497,500 | 168,329,110 | 204,302,540 |
| 10 | Mil Levy (16.200 mills Total) | 16.200 | 16.200 | 16.200 |
| | Operations General Fund (94%) | | 2,573,079 | 3,111,119 |
| | Capital Fund (6%) | | 153,853 | 198,582 |
| 11 | Property Taxes | 2,717,988 | 2,726,932 | 3,309,701 |
| 12 | Special Ownership Taxes | 296,468 | 235,000 | 235,000 |
| 13 | Deposit Interest | 1,728 | 1,000 | - |
| 14 | Insurance Recovery | 154,184 | - | - |
| 15 | TOTAL NON-OPERATING REVENUES | 3,170,368 | \$ 2,962,932 | \$ 3,544,701 |
| 16 | TOTAL OPERATING & NON-OPERATING REVENUES | 4,074,055 | 3,327,128 | \$ 4,194,672 |
| 17 | TOTAL AVAILABLE RESOURCES | \$ 4,098,581 | \$ 5,747,011 | \$ 6,654,993 |
| | ESTIMATED EXPENDITURES | | | |
| | Administrative | | | |
| 18 | Audit & Consulting | 11,642 | 11,933 | 13,675 |
| 19 | Awards, Incentives & Events | 2,184 | 12,800 | 30,250 |
| 20 | Bank Service Charges | 1,315 | 3,630 | 3,630 |
| * | Bookkeeping | 7,960 | - | - |
| 21 | Payroll Service Charges | | 4,701 | 6,200 |
| 22 | County Treasurers Fees | 40,770 | 40,909 | 49,646 |
| 23 | Data Automation Support | 5,800 | 9,389 | 14,490 |
| 24 | Election | 3,471 | - | 8,000 |
| 25 | Legal Fees & Notices | 11,179 | 8,393 | 20,000 |
| 26 | Office Supplies and Equipment | | 9,446 | 9,446 |
| * | Office Supplies | 4,053 | - | - |
| * | Office & Administrative Equipment | 16,417 | - | - |
| 27 | Tax Refunds | 12,418 | 20,000 | 20,000 |
| 28 | Total Administrative | \$ 117,209 | \$ 121,201 | \$ 175,337 |
| | Operations | | | |
| 29 | Utilities | 14,707 | 15,367 | 20,400 |
| * | Service Delivery and Fire Suppression Expendables | 19 | - | - |
| 30 | Fire Rescue Operations | - | 14,700 | 18,700 |
| * | Facility Housekeeping, Supplies & Equipment | 18,074 | - | - |
| 31 | Wildland Fire Operations | | 170,700 | 79,500 |
| 32 | Insurance | 17,533 | 17,839 | 20,900 |
| 33 | EMS/Medical Operations | 4,240 | 10,675 | 42,700 |
| * | Operations Equipment | 14,803 | - | - |
| 34 | Personal Protective Equipment (PPE) Operations | 26,304 | 18,500 | 19,000 |
| 35 | Structures, Roads and Grounds Operations | | 16,300 | 18,500 |



| | | | | |
|--|--|---------------------|---------------------|---------------------|
| 36 | Communication Operations | 33,092 | 30,878 | 32,018 |
| 37 | Vehicle & Apparatus Fuel | 10,706 | 15,000 | 30,000 |
| 38 | Salary | 1,766,840 | 1,809,698 | 2,451,025 |
| 39 | Benefits | 452,858 | 479,117 | 625,856 |
| 40 | Unemployment Insurance | - | 5,465 | 500 |
| 41 | Workers Compensation Insurance | 48,110 | 52,925 | 84,744 |
| 42 | Health and Wellness Program | 2,034 | 3,948 | 14,200 |
| * | Volunteer Stipend (program discontinued in 2020) | - | - | - |
| 43 | Director Stipend | 6,500 | 6,600 | 12,000 |
| 44 | Uniforms | - | 11,402 | 26,300 |
| 45 | Total Operations | \$ 2,415,820 | \$ 2,679,114 | \$ 3,496,342 |
| Maintenance | | | | |
| 46 | Structures, Roads & Grounds Maintenance | 162,240 | 21,856 | 19,272 |
| * | EMS/Medical Equipment Maintenance | - | - | - |
| * | Fire & General Equipment Maintenance | 2,132 | - | - |
| * | Office & Administrative Equipment Maintenance | 2,364 | - | - |
| * | Fixed Support Equipment Maintenance | 374 | - | - |
| * | Communications Maintenance | (199) | - | - |
| 47 | Vehicle & Apparatus Maintenance | 44,106 | 48,625 | 58,350 |
| * | Protective & Personal Equipment Maintenance | 6,912 | - | - |
| 48 | Total Maintenance | \$ 217,929 | \$ 70,481 | \$ 77,622 |
| Training & Association | | | | |
| 49 | Training | 39,509 | 56,393 | 76,500 |
| * | EMS/Medical Training | 12,249 | - | - |
| * | Administrative/Executive Trainings & Meetings | 1,522 | - | - |
| 50 | Recruiting, Testing, and Hiring | 1,512 | 1,074 | 5,738 |
| 51 | Association/Subscription Services, Fees, and Dues | 953 | 3,876 | 3,725 |
| * | Subscription Services | 60 | - | - |
| 52 | Total Training & Association | \$ 55,805 | \$ 61,343 | \$ 85,963 |
| Prevention, Safety & Community Services | | | | |
| 53 | Plans, Permits & Code Compliance Inspections | - | - | 1,000 |
| * | Plans, Permits & Code Compliance Administration | - | - | - |
| 54 | Fire Investigations | - | 11,554 | 2,000 |
| 55 | Fire Prevention Education | - | 5,461 | 7,900 |
| * | Community Information Publications | 1,119 | - | - |
| * | Prevention Training | - | - | - |
| * | Prevention Education & Community Outreach | - | - | - |
| 56 | Community Outreach | 8,900 | 4,590 | 7,850 |
| 57 | Total Fire Prevention & Community Outreach | \$ 10,019 | \$ 21,605 | \$ 18,750 |
| 58 | Total Operating | \$ 2,816,782 | \$ 2,953,744 | \$ 3,854,014 |
| 59 | Total Debt Service | \$ 62,613 | \$ - | \$ - |
| Capital Purchases | | | | |
| 60 | Structures, Roads & Grounds | 81,662 | 106,410 | 15,500 |
| 61 | General Operations | - | 26,000 | 47,000 |
| * | EMS/Medical Equipment | - | - | - |
| * | General Equipment | 51,269 | - | - |
| 62 | Administrative Operations | - | - | - |
| 63 | Communications Operations | 8,316 | 30,000 | 22,000 |
| 64 | Vehicles & Apparatus | 303,225 | 156,302 | 12,800 |
| 65 | Personal Protective Equipment | - | 14,234 | 57,600 |
| 66 | Wildland/Disaster Operations | - | - | 4,000 |
| 67 | EMS Operations | - | - | 118,000 |
| 68 | Total Capital Outlay | \$ 444,472 | \$ 332,946 | \$ 276,900 |
| 69 | TOTAL EXPENSES/EXPENDITURES | \$ 3,323,867 | \$ 3,286,690 | \$ 4,130,914 |
| 70 | ENDING FUND BALANCE | \$ 2,419,883 | \$ 2,460,321 | \$ 2,524,079 |
| | 3-Month O&M Reserve (Included in Beginning Balance) | 493,480 | 682,187 | 963,503 |
| | TABOR Reserves (Included in Beginning Balance) | 76,576 | 98,062 | 123,927 |

| | |
|-----------|--|
| * | Line no longer being used or combined into another line for 2021 |
| Red Font | New or Renamed Line in 2021 |
| Blue Font | New or Renamed Line in 2022 |



Capital and Sustainment Planning

Starting in the Fall of 2020, CHFD implemented a new method of allocating funds towards capital and sustainment planning. 6% of all CHFD revenue is allocated towards sustainment planning. The 6% is further broken down with a set percentage allocated to each capital/sustainment category. *These allocations may be adjusted as needed and deemed appropriate by the Fire Chief and Board of Directors.

- 55% - Vehicles and Apparatus
- 25% - Structures, Roads, and Grounds
- 5% - General Operations
- 2% - Administrative Operations
- 5% - Personal Protective Equipment
- 4% - Communications Operations
- 4% - EMS Operations

5-YEAR CAPITAL/SUSTAINMENT PLAN

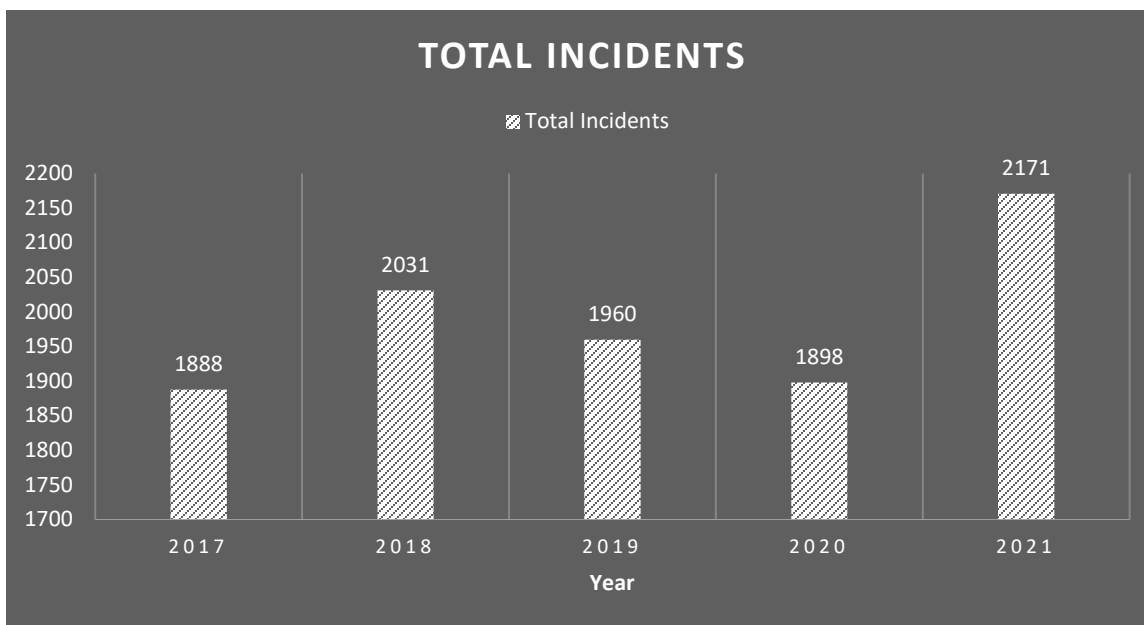
The 5-year planning goals for sustainment are represented below and indicate the anticipated expenditures, their associated categories, and amounts. Additional expenditures may arise and will impact the overall plan, which will be adjusted as needed.

- 2022
 - 8-sets of Bunker Gear – Personal Protective Equipment – \$24,000
 - Headquarters Carpet – Structures, Roads, & Grounds – \$15,500
 - Replacement Cardiac Monitor – General Operations – \$38,000
 - Replacement Hose – General Operations – \$9,000
 - Station Alerting – Communication Operations – \$22,000
 - Knox Equipment – Vehicles and Apparatus – \$12,800
 - Body Armor – Personal Protective Equipment – \$33,600
 - Wildland Boots – Wildland and Disaster Operations – \$4,000
 - Ambulance and Equipment – EMS Operations – \$118,000
- 2023
 - 5-sets of Bunker Gear – Personal Protective Equipment – \$15,000
 - Replacement Cardiac Monitor – General Operations – \$38,000
 - Radio Purchase x 3 – Communication Operations – \$15,000
 - Replace Squad 1341 – Vehicles and Apparatus – \$190,000
- 2024
 - 5-sets of Bunker Gear – Personal Protective Equipment – \$15,000
- 2025
 - Radio Purchase x 2 – Communication Operations – \$10,000
 - Computer Replacement – Administrative Operations – \$25,000
- 2026
 - New Engine/Ladder – Vehicles and Apparatus – \$800,000



Incident Statistics

The below statistics are presented to give a historical perspective on incident call volume.



Message from the Fire Chief

As the CHFPD Fire Chief, it is my pleasure to present the 2022 budget to our community. This budget reflects several months of careful planning and an in-depth analysis of how we do business. Our goal is to create a transparent, fiscally responsible, and goal-oriented budget. We have done this with our 2022 budget. There is no fluff and most assuredly no hidden agenda. The goal is, and always will be, to treat the district's money better than we would treat our own. My goal is to ensure we are doing the right things for the right reasons, and do this while providing top-notch emergency services to our community. This is how we plan and conduct ourselves in all areas of organizational planning.

2021, like 2020, was another unbelievable year for the district. Our department continues to weather the COVID-19 pandemic, and continues to apply lessons learned to our operations. We made some large purchases this year with the most significant being 1) major renovations to the fire station (which greatly improved living conditions for our most valuable asset, our People); 2) two new command vehicles for the Fire Chief and Deputy Chief; and 3) initial install of a new state-of-the-art Station Alerting System (which will enhance response times and the long-term health/wellness of our personnel).

We continued our nationally deployable wildland program. We deployed resources to fires in Arizona, Wyoming, Montana, Minnesota, South Dakota, and West Virginia. This resulted in approximately 150 days of deployment. Our department implemented several exciting strategic planning items during 2021 to include the following 1) Community Risk Assessment, 2) Standards of Cover, and 3) Strategic Plan 2022-2025. These documents will help guide our organization



over the next several years. We added 3 new firefighter positions in January 2021, which now provides our community with 6 full-time firefighters daily.

Your fire department continues to be a forward-thinking, progressive, and well-respected fire department in El Paso County. We are looking forward to another great year in 2022. Our most exciting news is the establishment of our own ambulance transport service, with an expected launch date of July 1, 2022. This program will come with additional staffing of 6 personnel and, more importantly, high quality and prompt response times to you (our customers) with an ALS transport ambulance.

I want to thank our residents for your continued support and participation in our monthly board meetings and community events. I want to thank our Board of Directors for their support, service, and unwavering commitment to bettering the lives and workplace of our greatest asset, our People.

Thank you,

Andrew York
Fire Chief